

***Note:** The following example policy is a **best practice**. Please modify or delete content to these policies as deemed necessary.*

Safety and Health Responsibilities

Manager Responsibilities

- Ensure that sufficient employee time, supervisor support and funds are budgeted for equipment, training and carrying out the safety and health program.
- Evaluate supervisors each year to make sure they carry out their responsibilities as described in this program.
- Ensure that incidents are fully investigated and corrective action is taken to prevent the hazardous conditions or behaviors from happening again.
- Ensure that a record of injuries and illnesses is maintained and posted as described in this program.
- Set a good example by following established safety and health rules and attending required training.
- Report unsafe practices or conditions to the supervisor of the area where the hazard was observed.

Supervisor Responsibilities

- Ensure that each employee has received initial orientation before beginning work.
- Ensure that each employee is competent or has received training on safe operation of equipment or tasks before starting work.
- Ensure that each employee receives required personal protective equipment (PPE) before starting work on a project requiring PPE.
- Perform a daily safety check of the work area. Promptly correct any hazards you find.
- Observe the employees you supervise while they are working. Promptly correct any unsafe behavior. Provide additional training and take corrective action as necessary.
- Document employee evaluations.
- Set a good example for employees by following the safety and health rules and attending required training.
- Investigate all incidents in your area and report findings to management.
- Talk to management about changes to work practices or equipment that will improve employee safety and health.

Employee Responsibilities

- Follow the safety and health rules established by your company. Report unsafe conditions or actions to your supervisor or safety and health committee representative promptly.
- Report all work-related injuries and illnesses to your supervisor promptly, regardless of how minor they may seem.
- Report all near miss incidents to your supervisor promptly.
- Always use personal protective equipment that is in good working condition when it is required.
- Do not remove or bypass any safety device or safeguard provided for your protection.
- Encourage your co-workers to use safe work practices on the job.
- Make suggestions to your supervisor, safety and health committee representative, or management about changes that will improve employee safety and health.